

|   |  |  |  |                       |   |            |           |  |   |                      |  |                |          |                              |  |     |  |
|---|--|--|--|-----------------------|---|------------|-----------|--|---|----------------------|--|----------------|----------|------------------------------|--|-----|--|
| <b>REASON FOR THIS POSITION</b>   |  |  |  |                       | <b>POSITION DESCRIPTION COVER SHEET</b> |            |           |  |   |                      |  |                |          |                              |  |     |  |
| 1. NEW  |  | 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER |  | 3. REPLACES PD NUMBER |   |            |           |  |   |                      |  |                |          |                              |  |     |  |
| <b>RECOMMENDED</b>  |  |  |  |                       |   |            |           |  |   |                      |  |                |          |                              |  |     |  |
| 4. TITLE  |  |  |  |                       | 5. PAY PLAN                             |            | 6. SERIES |  | 7. GRADE                                |                      |  |                |          |                              |  |     |  |
| 8. WORKING TITLE  |  |  |  |                       | 9. INCUMBENT <i>(Optional)</i>          |            |           |  |   |                      |  |                |          |                              |  |     |  |
| <b>OFFICIAL</b>   |  |  |  |                       |   |            |           |  |   |                      |  |                |          |                              |  |     |  |
| 10. TITLE<br>Laboratory Worker  |  |  |  |                       |   |            |           |  |   |                      |  |                |          |                              |  |     |  |
| 11. PP  |  | 12. SERIES   |  | 13. FUNC              |   | 14. GRADE  |           | 15. DATE                                     |   | 16. I/A              |  | 17. CLASSIFIER |          |                              |  |     |  |
| WG  |  | 3511   |  |                       |   | 04         |           | MONTH/DAY/YEAR                               |   | YES                  |  | NO             |          |                              |  |     |  |
|   |  |  |  |                       |   |            |           | 4-22-2002                                    |   |                      |  |                |          | MS                           |  |     |  |
| 18. <b>ORGANIZATIONAL STRUCTURE</b> <i>(Agency/Bureau)</i>  |  |  |  |                       |   |            |           |  |   |                      |  |                |          |                              |  |     |  |
| 1st   |  |  |  |                       |   |            |           | 5th  |   |                      |  |                |          |                              |  |     |  |
| 2nd   |  |  |  |                       |   |            |           | 6th  |   |                      |  |                |          |                              |  |     |  |
| 3rd   |  |  |  |                       |   |            |           | 7th  |   |                      |  |                |          |                              |  |     |  |
| 4th   |  |  |  |                       |   |            |           | 8th  |   |                      |  |                |          |                              |  |     |  |
| <b>SUPERVISOR'S CERTIFICATION</b>   |  |  |  |                       |   |            |           |  |   |                      |  |                |          |                              |  |     |  |
| I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations. |  |  |  |                       |   |            |           |  |   |                      |  |                |          |                              |  |     |  |
| 19. Supervisor's Signature  |  |  |  |                       |   | 20. Date   |           |  | 22. Second Level Supervisor's Signature |                      |  |                | 23. Date |                              |  |     |  |
| 21. Supervisor's Name and Title   |  |  |  |                       |   |            |           | 24. Second Level Supervisor's Name and Title |   |                      |  |                |          |                              |  |     |  |
| <b>FACTOR EVALUATION SYSTEM</b>   |  |  |  |                       |   |            |           |  |   |                      |  |                |          |                              |  |     |  |
| FACTOR  |  |  |  | 25. FLD/BMK           |   | 26. POINTS |           | FACTOR                                       |   |                      |  | 25. FLD/BMK    |          | 26. POINTS                   |  |     |  |
| 1. Knowledge Required   |  |  |  |                       |   |            |           | 6. Personal Contacts                         |   |                      |  |                |          |                              |  |     |  |
| 2. Supervisory Controls   |  |  |  |                       |   |            |           | 7. Purpose of Contacts                       |   |                      |  |                |          |                              |  |     |  |
| 3. Guidelines   |  |  |  |                       |   |            |           | 8. Physical Demands                          |   |                      |  |                |          |                              |  |     |  |
| 4. Complexity   |  |  |  |                       |   |            |           | 9. Work Environment                          |   |                      |  |                |          |                              |  |     |  |
| 5. Scope and Effect   |  |  |  |                       |   |            |           | 27. TOTAL POINTS                             |   |                      |  |                |          | 27.                          |  |     |  |
| JGS for Laboratory Worker, WG-3511 (TS-18 dtd 12/71)  |  |  |  |                       |   |            |           |  |   | 28. GRADE            |  |                |          |                              |  | 28. |  |
| <b>CLASSIFICATION CERTIFICATION</b>   |  |  |  |                       |   |            |           |  |   |                      |  |                |          |                              |  |     |  |
| I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.  |  |  |  |                       |   |            |           |  |   |                      |  |                |          |                              |  |     |  |
| 29. Signature /S/ MARILYN STETKA  |  |  |  |                       |   |            |           |  |   | 30. Date             |  |                |          | 4/22/02                      |  |     |  |
| 31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)   |  |  |  |                       |   |            |           |  |   |                      |  |                |          |                              |  |     |  |
| 32. Remarks   |  |  |  |                       |   |            |           |  |   | Standard Job#3511-04 |  |                |          | 33. OPM Certification Number |  |     |  |

# MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

## A. KEY DATA

|                              |                              |            |                |                    |               |
|------------------------------|------------------------------|------------|----------------|--------------------|---------------|
| 1. FUNCTION (1)<br>A/C/D/I/R | 2. DEPT. CD/AGCY-BUR-CD. (4) | 3. SON (4) | 4. MR. NO. (6) | 5. GRADE (2)<br>04 | 6. IP NO. (8) |
|------------------------------|------------------------------|------------|----------------|--------------------|---------------|

## B. MASTER RECORD

|   |  |   |                                  |  |  |  |
|---|--|---|----------------------------------|--|--|--|
| 1. PAY<br>WG  | 2. OCC.SER (4)<br>3511   | 3. OCC FUNC.  | 4. OFF. TITLE CD<br>0002         | 5. OFF. TITLE (38)<br>LAB WRKR             |  |  |
| 6. HQ.FLD.CD. (1)<br>1=HQ<br>2=FLD                                      | 7. SUP.CD. (1)<br>8<br>1=Sup. SGEG<br>3=Mgr. SGEG<br>4=Sup. CSRA<br>5=Mgmt. CSRA<br>6= Leader LGEG<br>8=All Others | 8. CLASS STD. CD. (1)<br>X=New Std. Applied<br>Blank=NA |                                  | 9. INTERDIS. CD. (1)<br>N=NO<br>Y=Interdis | 10. DT. CLASS (6)<br>MO DA YEAR<br>4 22 02 |  |
| 11. EARLY RET. CD. (1)<br>1=Primary<br>2=Secondary                      | 3=Foreign Svc.<br>Blank=NA   | 12. INACT/ACT (1)<br>A<br>I=Inactive<br>A=Active        | 13. DT. ABOL. (6)<br>MO DAY YEAR | 14. DT.INACT/REACT (6)<br>MO DAY YEAR      | 15. AGCY. USE (10)                         |  |
| 16. INTERDIS. SER. (40)<br>(4) (4) (4) (4) (4) (4) (4) (4) (4) (4)      |  |   |                                  |  |  |  |
| 17. INTERDIS. TITLE CD. (50)<br>(5) (5) (5) (5) (5) (5) (5) (5) (5) (5) |  |   |                                  |  |  |  |

## C. INDIVIDUAL POSITION

|  |   |   |   |                                 |                                       |   |   |
|--|---|---|---|---------------------------------|---------------------------------------|---|---|
| 1. FLSA CD. (1)<br>E=Exempt<br>N=Nonexempt   | 2. FIN. DIS. REQ. (1)<br>0<br>N<br>0=None<br>1=CD 219<br>3=SF 278<br>4=AD 392   | 3. POS. SCHED. (1)<br>A=Sched A<br>B=Sched B<br>0=Excepted but not<br>A, B, C   | 4. POS. SENS. (1)<br>1N<br>N<br>0=Nonsensitive<br>1=Noncritical | 5. COMP. LEV. (4)<br>04LW       |                                       |   |   |
| 6. WK. TITLE CD. (4)   | 7. WK TITLE (38)  |   |   |                                 |                                       |   |   |
| 8. ORG. STR. CD. (18)<br>1st 2nd 3rd 4th 5th 6th 7th 8th   | 9. VAC. REV. CD. (1)<br>0=Position Action<br>No Vacancy<br>A=No Change<br>B=Lower Grade<br>C=Higher Grade<br>D=Different title and/or<br>series<br>E=New Position/New FTE |   |   |                                 |                                       |   |   |
| 10. TARGET<br>GD. (2)  | 11. LANG. REQ.<br>(2)   | 12. PROJ. DTY. IND.<br>(1)<br>Blank=N/A<br>Y=Yes                                | 13. DUTY STATION (9)<br>State (2) City(4) Cnty(3)               | 14. BUS. CD. (4)                | 15. DT. LST. AUDIT (6)<br>MO DAY YEAR | 16. PAS. IND. (1)<br>Blank=N/A<br>1=PAS | 17. DATE EST. (6)<br>MO DAY YEAR<br>4 22 02 |
| 18. GD. BASIS. IND. (1)<br>N<br>1=Rev. when vacant<br>2=Impact of Person<br>3=Sup./SGEG  | 4=Sup./Program<br>5=RGEG<br>6=Policy Analysis GEG   | 7=Equipment Devel. Guide<br>8=Agency Use<br>9=Agency Use<br>ALPHAS = Agency Use | 19. DT. REQ. REC. (6)<br>MO DAY YEAR                            | 20. NTE. DT. (6)<br>MO DAY YEAR | 21. POS. ST.<br>Y=Perm<br>N=Other     |   |   |
| 22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)<br><div> <b>Normal Act</b><br/> 1=Desk Audit<br/> 2=Sup. Audit<br/> 3=Paper Rev. </div> <div> <b>Maintenance Review Act</b><br/> 5=Desk Audit<br/> 6=Sup. Audit<br/> 7=Paper Rev. </div> <div> <b>Results</b><br/> 1=No Action Req.<br/> 2=Minor PD Change<br/> 3=New PD Req. </div> <div> 5=Series Change<br/> 6=Pos. Upgrade<br/> 7=Pos. Downgrade </div> <div> 9=Other </div> |   |   |   |                                 |                                       |   |   |
| 23. DT. EMP. ASGN. (6)<br>MO DAY YEAR  | 24. DT. ABOL. (6)<br>MO DAY YEAR  | 25. INACT/ACT (1)<br>A<br>1=Inact.<br>2=Act.                                    | 26. DT. INACT/REACT (6)<br>MO DAY YEAR                          | 27. ACCTG. STAT. (4)            | 28. INT. ASGN. SER. (4)               | 29. AGCY. USE (8)                       |   |
| 30. CLASSIFIER'S SIGNATURE   |   |   | 31. DATE  |                                 |                                       |   |   |
| 32. REMARKS<br>Standard Job #3511-04   |   |   |   |                                 |                                       |   |   |

**Laboratory Worker**  
**WG-3511-04**  
(Nonexempt)

Standard Job #3511-04

**A. MAJOR DUTIES**

Typical, but not all-inclusive tasks, are as follows:

Decides whether items should be washed by hand or machine, the proper size of wash loads, the proper timing of wash cycles, the kind and amount of detergents to use, and the sequence of cleaning steps to be followed.

Sorts items that will be used for different purposes depending upon their condition, e.g., decides which items are suitable for tissue culture work; which may be used for less exacting purposes; which may be fire-polished and salvaged; and which are not salvageable for any purpose.

Prepares items in special ways and frequently considers the requirements of different users in regulating pressure, temperature, and time periods on sterilization equipment.

**B. FACTORS**

**1. SKILL AND KNOWLEDGE**

Applies an extensive knowledge of laboratory processing work to clean, prepare, and sterilize a wide variety of types, sizes, and shapes of glassware and related items.

Applies skill in assembling special purpose apparatus which have several parts and different assembly steps such as seitz and milipore filters, bleeding units, and continuous pipetting syringes.

Follows assembly diagrams and sketches in selecting the specified types and sizes of glassware, instruments, tubings, adapters, connectors, etc., and in arranging and connecting these parts into a composite unit. Checks each part to be sure that it is in good operating condition and replaces those parts which are defective.

**2. RESPONSIBILITY**

The worker has responsibility for varying work procedures to process a wide variety of items and to consider special user needs, or in following diagrams and sketches to assemble special purpose apparatus. Receives initial oral and written instructions on the work to be done, and is expected to complete work with only occasional checks by the supervisor.

**Laboratory Worker**  
**WG-3511-04**  
(Nonexempt)

Standard Job #3511-04

**3. PHYSICAL EFFORT**

The laboratory worker frequently lifts and carries objects weighing from 10 to 30 pounds, such as pans filled with glassware, and pushes and pulls carts requiring similar effort. Occasionally handles moderately heavy objects weighing up to 40 pounds such as large containers of supplies. The work requires continuous walking, standing, or sitting and considerable arm and hand movements to operate equipment and to do preparation work.

**4. WORK CONDITIONS**

Work areas are hot, humid, and generally noisy due to the operation of equipment such as washing machines, autoclaves, and air compressors. There is frequent chance of minor injuries such as cuts, scrapes, and burns, and the possibility of exposure to contaminated materials.

**C. Other Considerations (Check if applicable)**

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_